

CLAIMS

1. A mailing form for facilitating the mailing of a document, comprising:
 - a bottom ply of the mailing form;
 - an adhesive interspersed between the front face of the first side of the bottom ply and a backside top ply;
 - a top ply of the mailing form located on top of the bottom ply;
 - a removable portion of the top ply extending over the first side of the top ply, such that removal of the removable portion exposes the adhesive;
 - document information printed on the back face of the bottom ply;
 - a vertical fold line for folding the mailing form after the top ply has been removed, the adhesive securing the mailing form when folded along the vertical fold line;
 - a horizontal strip of the front face of the bottom ply located on the first side of the bottom ply, the horizontal strip including adhesive that is exposed after the mailing form is folded along the vertical fold line; and
 - a horizontal fold line for folding the mailing form that has been folded along the vertical fold line, the adhesive of the horizontal strip securing the mailing form when folded along the horizontal fold line,
 - wherein when the mailing form is in folder configuration, the document information is firmly situated within the mailing form.
2. The mailing form of claim 1, further comprising:
 - a first perforation along the top margin of the top ply and the bottom ply.
3. The mailing form of claim 2, further comprising:
 - a second perforation along the bottom margin of the top ply and the bottom ply, such that the first perforation and the second perforation can be torn when the mailing form is in folder configuration, such that the mailing from can be unfolded along the horizontal fold line.

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4. The mailing form of claim 3, wherein the inside of the bottom ply includes a releasable substrate.
5. The mailing form of claim 3, wherein when the removable portion of the top ply is removed, a horizontal strip of the bottom ply located on the left side of the bottom ply is removed.
6. The mailing form of claim 3, wherein the document is at least one of:
 - a letter;
 - a certified mail receipt;
 - a certified mail postcard;
 - a notice; and
 - an announcement.
7. The mailing form of claim 3, wherein the mailing form is adapted for printing in a single pass through a sheet-fed, simplex, non-impact printer.
8. The mailing form of claim 3, wherein the backside of the bottom ply includes variable information.
9. The mailing form of claim 8, wherein the variable information includes a sender address, a recipient address and postage indicia.
10. The mailing form of claim 8, wherein the variable information is printed in an upward-facing orientation.
11. The mailing form of claim 8, wherein the variable information is printed in a downward-facing orientation.

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12. The mailing form of claim 3, further comprising:
a third perforation along the first side of the mailing form, wherein the third perforation may be torn to produce a strip from the first side of the mailing form, the strip being used as a mail receipt.
13. The mailing form of claim 12, wherein the mailing form is a United States Postal Service Form 3811 and the strip is a United States Postal Service Form 3800.
14. The mailing form of claim 3, further comprising:
at least one area of the first side of the top ply including at least one closed die cut so as to produce a label on which variable information may be printed.

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15. A method for facilitating the mailing of a document, comprising:
- providing a mailing form comprising a bottom ply, a top ply located on top of the bottom ply, and an adhesive interspersed between the front face of the first side of the bottom ply and a backside top ply;
 - printing document information on the back face of the bottom ply;
 - removing a removable portion of the top ply extending over the first side of the top ply, such that removal of the removable portion exposes the adhesive;
 - folding the mailing form along a vertical fold line after the top ply has been removed, the adhesive securing the mailing form when folded along the vertical fold line, such that a horizontal strip of the front face of the bottom ply located on the first side of the bottom ply is exposed after the mailing form is folded along the vertical fold line, the horizontal strip including adhesive; and
 - folding the mailing form along a horizontal fold line, the adhesive of the horizontal strip securing the mailing form when folded along the horizontal fold line,
- wherein when the mailing form is in folder configuration, the document information is firmly situated within the mailing form.
16. The method of claim 15, further comprising:
- tearing a first perforation running along the top margin of the top ply and the bottom ply and a second perforation running along the bottom margin of the top ply and the bottom ply when the mailing form is in folder configuration, such that the mailing form can be unfolded along the horizontal fold line.
17. The method of claim 16, wherein the inside of the bottom ply includes a releasable substrate.
18. The method of claim 16, wherein when the removable portion of the top ply is removed, a horizontal strip of the bottom ply located on the left side of the bottom ply is removed.

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19. The method of claim 16, wherein the document is at least one of:
 - a letter;
 - a certified mail receipt;
 - a certified mail postcard;
 - a notice; and
 - an announcement.
20. The method of claim 16, wherein the mailing form is adapted for printing in a single pass-through a sheet-fed, simplex, non-impact printer.
21. The method of claim 16, wherein the backside of the bottom ply includes variable information.